



THE 411 ON WFH

Ensuring you’re (remotely) set up for success in your job search and beyond.

With the reality that the world will be working remotely to some degree moving forward, we wanted to provide you with best practices and tools to help you in any situation you may encounter during your time working with Premier.



YOU'VE LANDED THE JOB! NOW WHAT?

When working from home, it is critical that you are disciplined and create structure in your day. This is even more crucial when you are starting a new position remotely, but it does take a little extra planning to get started. We recommend that you apply the following guidelines to make sure you can effortlessly hit the ground running in your new role.

Structure your day:

- Prepare yourself before officially starting to work and keep to a set schedule
- Give yourself micro-breaks and try to get outside during your lunch break
- Set boundaries for yourself between your life and your work
 - Log off when you say you are going to



Practice good time management:

- Hold yourself accountable
- Ask for help from your team and/or manager if you need it
- Block off time for specific projects
- Create calendar invites for spontaneous calls and meetings
 - If you are missing the camaraderie of being in the office, think about scheduling “working sessions” with your team



Make a habit of upholding professional **video meeting etiquette**:

- Just like in an interview, set up your workplace in a quiet and well-lit space, with a professional, distraction-free background
- Turn off cell phone ringer or any other devices that make noise
- Make sure the camera is at eye level and that you’re muted when not speaking



Optimize your software and hardware:

- Boost your internet speed and make sure you have a reliable connection [here](#)
- Know and test out your options for the most optimal workspace



Set up your workstation:

- Ensure that your workstation is ergonomically correct - refer to [Premier’s Ergonomic Workplace Tips](#) for full guidelines
 - Monitor at arm’s length away
 - Wrists straight, hands at or below elbow level
 - Adjust seat height so knees are about level with hips

